

## Change Compensation for a Position or Employee



People • Service • Business

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# LINK

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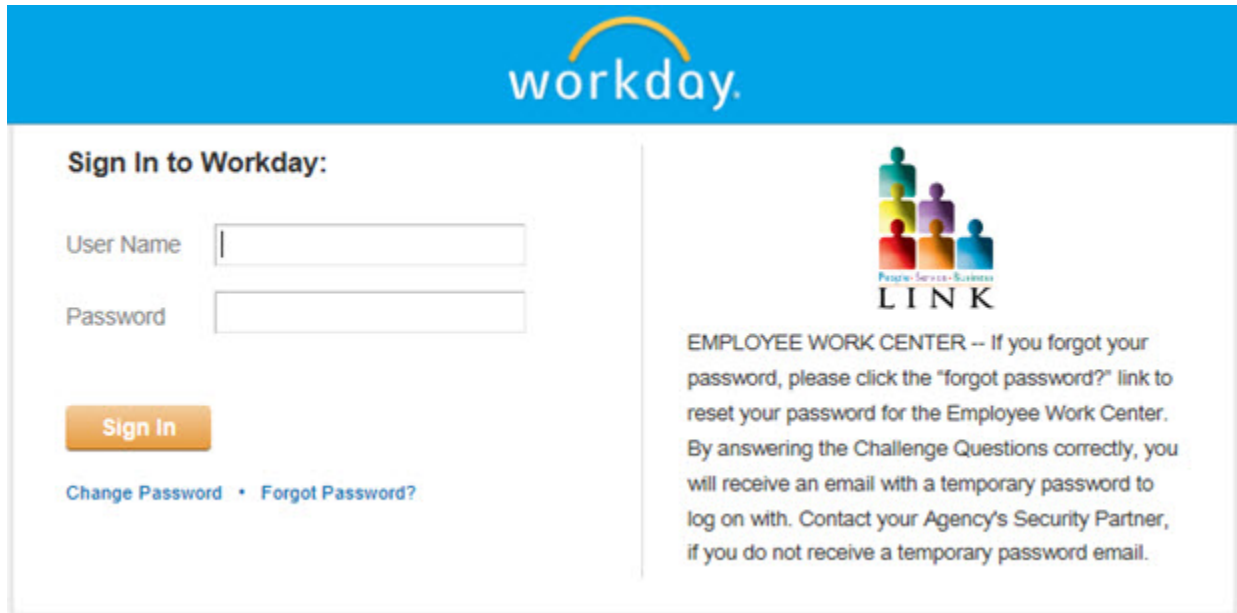
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## Log in to Employee Work Center

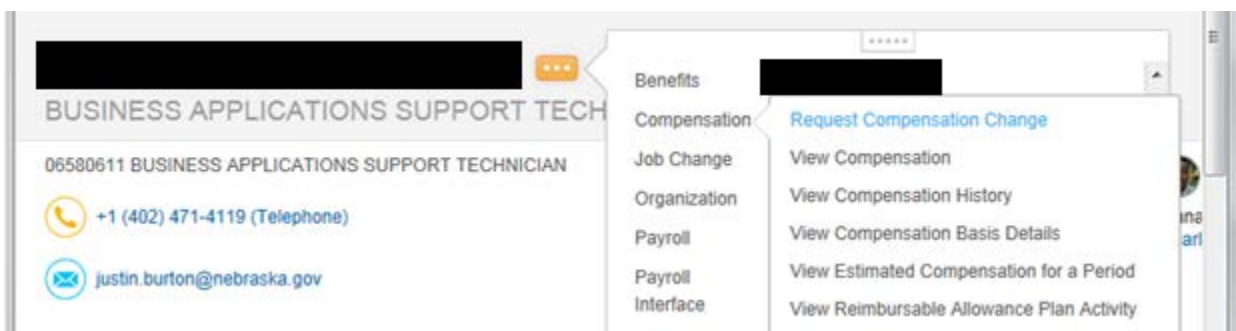
1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.



The screenshot shows the Workday login interface. At the top is a blue header with the Workday logo. Below it, on the left, is a 'Sign In to Workday:' section with input fields for 'User Name' and 'Password', a 'Sign In' button, and links for 'Change Password' and 'Forgot Password?'. On the right, there is a 'LINK' logo with the text 'EMPLOYEE WORK CENTER -- If you forgot your password, please click the "forgot password?" link to reset your password for the Employee Work Center. By answering the Challenge Questions correctly, you will receive an email with a temporary password to log on with. Contact your Agency's Security Partner, if you do not receive a temporary password email.'

## Edit Compensation

1. Type the employee's name or position number in the **Search** box.
2. Click the **Related Actions** icon next to the employee's name (employee as type), click **Compensation**, and then select **Request Compensation Change**.



3. Enter the **Effective Date** (\*required field), which will be the effective date of the compensation change.
4. Select the **Reason** (\*required field) for the compensation change from one of the following options:
  - a. Base Salary Change > Permanent > Annual Adjustment.
  - b. Base Salary Change > Permanent > Brought to a Minimum.
  - c. Base Salary Change > Permanent > Correction.
  - d. Base Salary Change > Permanent > Decrease in Hours Worked.

## Change Compensation for a Position or Employee

- e. Base Salary Change > Permanent > Demotion.
- f. Base Salary Change > Permanent > Disciplinary Reduction.
- g. Base Salary Change > Permanent > End of Probation-Rules Only.
- h. Base Salary Change > Permanent > Increase in Hours Worked.
- i. Base Salary Change > Permanent > Ingrade Adjustment.
- j. Base Salary Change > Permanent > Job Reclassification.
- k. Base Salary Change > Permanent > July 1 Increase.
- l. Base Salary Change > Permanent > Merit.
- m. Base Salary Change > Permanent > Partial Pay During LOA.
- n. Base Salary Change > Permanent > Promotion.
- o. Base Salary Change > Permanent > Working out of class – Start.
- p. Base Salary Change > Permanent > Working out of class – Stop.
- q. Base Salary Change > Temporary > Ingrade Adjustment.
- r. Base Salary Change > Temporary > Working out of class.

5. Click **OK**.

### Request Compensation Change

Effective Date	*	04/21/2014	
Use Next Pay Period		<input checked="" type="checkbox"/>	
Reason	*	Base Salary Change - Permanent >	
Employee	*		

## Request Compensation Change Screen

1. Changes to pay rates will be made in the **Salary** row in the Compensation section.

Salary					
Assignment Details	15.974 USD Hourly				
Plan Name	Hourly Plan	Effective Date	07/22/2013	No Change	

2. The only time a change will be made in the **Guidelines** row >> **Proposed** column, is if there is no pay range showing in the **Current** column.
3. There will never be changes to the **Effective Date**, **Reason**, or **Total Base Pay** rows on this screen.

### Change Compensation Guidelines

The compensation guidelines (pay range) are based on the employee's job profile or job code. If you need to change the guidelines, follow these steps:

1. Click the Edit icon (paper/pencil) in the **Guidelines** column to change the guidelines.
2. The **Compensation Package** defaults to **All State Employees Compensation Package**. Select the appropriate job profile or job code from the **Grade** field.
3. Click **Done**.

Total Base Pay

14.49 - 20.93 USD Hourly

Compensation Package \*

All State Employees Compens

Grade \*

K07541

Grade Profile

search

Step

search

Done

4. Click anywhere else on the page to save the change.

### Change Salary/Hourly Plan

If you need to change the position or employee plan from either a salary plan to an hourly plan or vice versa, complete the following steps:

1. You have to first **Remove** the current plan. Hover over the **Edit** icon (paper/pencil) in the **Salary** row, Click **Remove**.

Salary

Assignment Details 15.974 USD Hourly |  
Plan Name Hourly Plan | Effective Date 07/22/2013



Assignment Details 16.50 USD Hourly |  
Plan Name Hourly Plan |  
Effective Date 04/21/2014

Remove



2. To add a plan, click the **Plus** icon above the deleted plan.

Salary

Assignment Details 15.974 USD Hourly |  
Plan Name Hourly Plan | Effective Date 07/22/2013

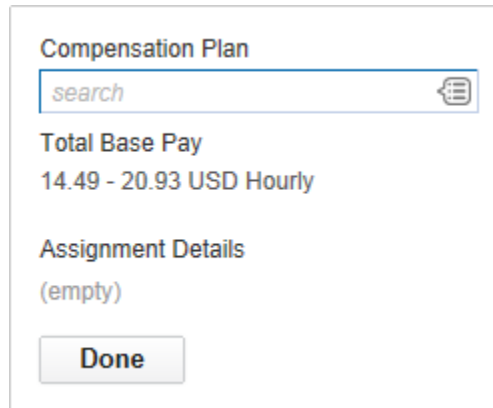


No Change



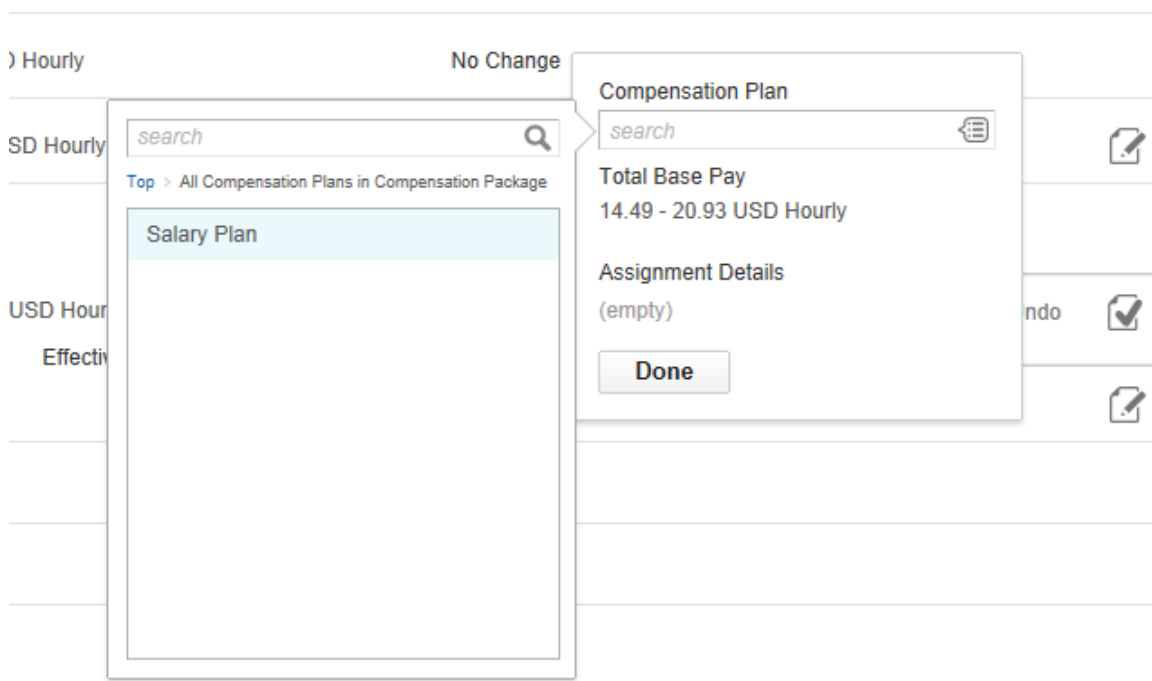
## Change Compensation for a Position or Employee

- Click the search prompt box for **Compensation Plan**.



A search prompt box titled "Compensation Plan". It contains a search input field with the placeholder text "search" and a magnifying glass icon. Below the search field, it displays "Total Base Pay" as "14.49 - 20.93 USD Hourly". Underneath, it says "Assignment Details (empty)". At the bottom, there is a "Done" button.

- From the search prompt box, select All Compensation Plans in Compensation Package.
- Select the appropriate plan (**Hourly Plan** or **Salary Plan**). If you are changing from hourly to salary you will only see salary as the option and vice versa.



The screenshot shows a user interface for changing compensation. On the left, there's a table with rows for "SD Hourly", "USD Hourly", and "Effective". A search prompt box is open over the table, showing "Top > All Compensation Plans in Compensation Package" and a list with "Salary Plan" selected. To the right of the table, there's a "No Change" button and a "Compensation Plan" search prompt box. This box shows "Total Base Pay" as "14.49 - 20.93 USD Hourly" and "Assignment Details (empty)". Below the search box, there are "Undo" and "Done" buttons.

- In the next popup box, you will select the **Amount** and **Frequency**.

**NOTE: THE CURRENCY FIELD DEFAULTS TO USD (U.S. DOLLAR).**

**NOTE: CHECK TO MAKE SURE THE FREQUENCY MATCHES THE COMPENSATION PLAN (E.G. HOURLY EMPLOYEE WILL NEED TO HAVE HOURLY IN THE FREQUENCY FIELD; SALARY PLAN CAN HAVE EITHER HOURLY OR ANNUAL IN THE FREQUENCY FIELD).**

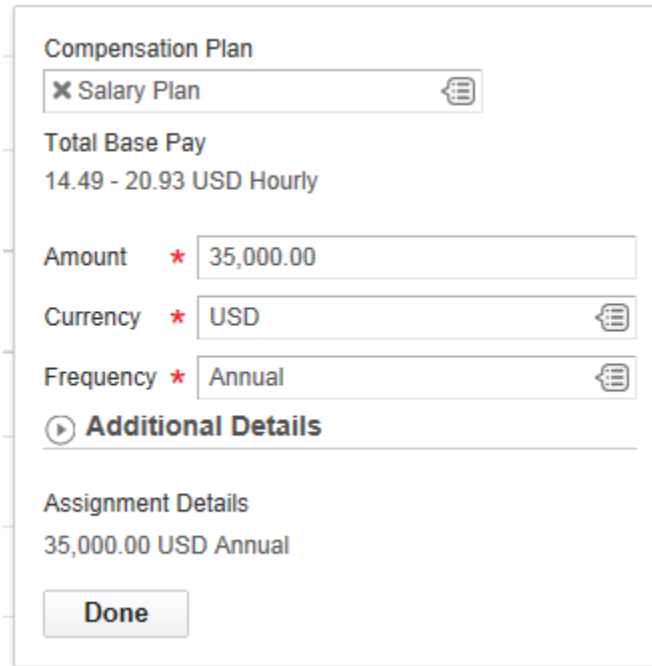
**NOTE: USE THE FOLLOWING NUMBER OF DIGITS AFTER THE DECIMAL POINT, DEPENDING ON HOURLY OR SALARY RATES:**

- THREE DIGITS AFTER THE DECIMAL POINT ON HOURLY RATES AS FOUND IN THE CURRENT CLASSIFICATION & PAY PLAN.**
- TWO DIGITS AFTER THE DECIMAL POINT FOR ANNUAL AMOUNTS.**

**NOTE: ALL EMPLOYEES MUST HAVE A COMPENSATION PLAN IN ORDER TO GET PAID.**

## Change Compensation for a Position or Employee

- Click **Done**.



Compensation Plan

✕ Salary Plan

Total Base Pay  
14.49 - 20.93 USD Hourly

Amount \* 35,000.00

Currency \* USD

Frequency \* Annual

▶ Additional Details

Assignment Details  
35,000.00 USD Annual

Done

- Click anywhere else on the screen to save the changes.
- Click **Submit**.

## Change Compensation (Pay Rate only)

To edit the position or employee existing pay rate only, complete the following steps:

- Click the Edit icon (paper/pencil) in the **Salary** row to edit the compensation.
- You can change the pay by making the following changes:
- Enter a new pay rate in the **Amount** field,
- Enter a dollar amount to be added to the current base pay in the **Amount Change** field.
- Enter a percentage in the **Percent Change** field.
- You will select the **Amount** and **Frequency**.

**NOTE: THE CURRENCY FIELD DEFAULTS TO USD (U.S. DOLLAR).**

**NOTE: CHECK TO MAKE SURE THE FREQUENCY MATCHES THE COMPENSATION PLAN (E.G. HOURLY EMPLOYEE WILL NEED TO HAVE HOURLY IN THE FREQUENCY FIELD; SALARY PLAN CAN HAVE EITHER HOURLY OR ANNUAL IN THE FREQUENCY FIELD).**

**NOTE: USE THE FOLLOWING NUMBER OF DIGITS AFTER THE DECIMAL POINT, DEPENDING ON HOURLY OR SALARY RATES:**

- THREE DIGITS AFTER THE DECIMAL POINT ON HOURLY RATES AS FOUND IN THE CURRENT CLASSIFICATION & PAY PLAN.**
- TWO DIGITS AFTER THE DECIMAL POINT FOR ANNUAL AMOUNTS.**

**NOTE: ALL EMPLOYEES MUST HAVE A COMPENSATION PLAN IN ORDER TO GET PAID.**

## Change Compensation for a Position or Employee

7. Click **Done**.

Compensation Plan

Hourly Plan

Total Base Pay

14.49 - 20.93 USD Hourly

Amount

\*

16.974

Amount Change

1.00

Percent Change

6.26

Currency

\*

USD

Frequency

\*

Hourly

Additional Details

Assignment Details

16.974 USD Hourly

Done

All compensation changes for classified positions and employees will require approval from State Personnel and the State Budget Division.

## LINK Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: <https://ciohelpdesk.nebraska.gov/User/>

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234